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ODP-81-7129
28 August 1981

MEMORANDUM FOR: Chief, Strategic Weapons Collection Division
Office of SIGINT Operations

VIA: OSO ADP Control Officer

FROM:
Chief, D Division, Applications
Office of Data Processing

SUBJECT: OSO/SWCD Procurement for
Building

1. Attached is a copy of your procurement request form (88) for the purchase of three (3) word processing units for Building Office. This request was received on 18 August 1981 for ODP approval from Procurement Division, Office of Logistics.

2. In order for ODP to approve this request, a word processing study will have to be forwarded for our formal review. This study must adhere to GSA (bulletins A-75 and B-36) and FPMR (101-11.900 through 101-11.904) governing the acquisition of word processing equipment. Specifically, a statement of the equipment functional requirements as well as a cost/benefit analysis must be provided.

3. We are returning your request so that the necessary documentation can be completed. Attached is a working copy of our suggested outline to assist you in the preparation of the document. You should be aware that ODP and OL are in the final process of preparing a Request for Proposal (RFP) for a standard Agency word processor. In this context, the purchase of any word processing equipment is being discouraged in favor of lease. This request should be coordinated through your ADP Control Officer and/or the DDS&T ADP Control Officer when completed.

4. Should you or your staff need assistance regarding this matter, please contact either myself on extension or Steve

ATTACHMENTS: a/s

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